



EUROPEAN AVIATION SAFETY AGENCY VACANCY NOTICE REF.: EASA/AD/2009/039

General Support Officer (F/M) Temporary Agent AD 5

Applications are invited for the post of **General Support Officer** within the **Approvals and Standardisation Directorate** of the European Aviation Safety Agency¹. The Agency is located in Cologne, Germany.

The Agency:

The European Aviation Safety Agency (EASA) is an agency of the European Union which has been given specific regulatory and executive tasks in the field of aviation safety. The European Aviation Safety Agency is a key part of the European Union's strategy to establish and maintain a high uniform level of civil aviation safety in Europe.

For further information, please refer to our website: <http://www.easa.europa.eu>

The Approvals and Standardisation Directorate:

The Approvals and Standardisation Directorate is responsible for ensuring that the standards in aviation safety, as established by the Basic Regulation and its Implementing Rules are properly, uniformly and consistently implemented and maintained by the National Aviation Authorities (NAAs) of the Member States of the EASA system (see articles 24, 54 and 55 of the Basic Regulation). This role involves the performance of standardisation inspections of the NAAs. In addition, the Directorate also focuses on the approval and oversight of organisations for Design, Production, and Continuing Airworthiness, within the scope of Article 20 of the Basic Regulation. The Approvals and Standardisation Directorate also provides technical training, which is essential to achieve overall consistency and high standards, and has furthermore been tasked with the management and coordination of the Community SAFA programme. With the extension of the Basic Regulation, the scope of the standardisation activities has been extended to Operations (OPS), Flight Crew Licensing (FCL) and Flight Simulation Training Devices (FSTD). The Directorate will also be responsible for approving TRTOs, FTOs and AeMCs, as well as issuing authorisations to third country operators.

Job description:

The **General Support Officer** will report directly to the General Support Manager. He/She will assist and work in close coordination with the Manager in the implementation of the Directorate's internal policy, the definition and control of the budget, issuing internal inter-departmental procedures and the handling of the administrative process.

He/She will assist the General Support Manager in particular in:

- Preparing and amending the directorate's annual work programme and plan;
- Liaising with the Agency's centralised services (administrative, financial, human resources, legal and procurement sections) whenever appropriate;
- Acting as focal point on behalf of the Directorate on specific topics, for example Quality Focal Point or Training Coordinator;
- Preparing and amending the Directorate's budget;
- Monitoring the Directorate's financial commitments versus the budget and acting as operational vericator, whenever necessary;

¹ Established by European Parliament and Council Regulation (EC) No 216/2008 of 20 February 2008 (OJ L 79/1, 19.03.2008) repealing European Parliament and Council Regulation (EC) No 1592/2002 of 15 July 2002 (OJ L 240, 7.9.2002)

- Promoting the external image of the Directorate, including website content (intranet, internet and any other web communication tool);
- Coordinating IT projects from the business side, acting when necessary as the Directorate's focal point on the Information Management Council;
- Drafting internal administrative procedures;
- Preparing necessary documentation, papers, and ensuring logistic coordination for major events in which the directorate is involved;
- Dealing with any other non-technical tasks as required.

Qualifications and experience required:

A. ELIGIBILITY CRITERIA:

A1 At least a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is three years;

OR

Where justified in the interest of the service, professional training of an equivalent level in a relevant technical domain and, after having completed the professional training, at least the professional experience indicated in the table below:

Duration of the professional training in years	Professional experience in years
Less than 1 year	3 years
At least 1 year but less than 2	2 years
At least 2 years but less than 3	1 year
3 years or more	No professional experience required

A2 Thorough knowledge of one of the languages of the Communities and a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of his/her duties.²

In addition, in order to be eligible the candidate must:

- Be a national of a Member State of the European Union, Norway, Iceland, Liechtenstein or Switzerland;
- Be entitled to his or her full rights as a citizen³;
- Have fulfilled any obligations imposed by the applicable laws on military service;
- Meet the character requirements for the duties involved; and
- Be physically fit to perform the duties linked to the post⁴.

B. SELECTION CRITERIA:

Essential

- The qualifications required under section A1, must have been acquired in a field relevant to the duties, preferably in Business/Public administration studies, European studies or Law;
- Proven knowledge of the EU institutions and/or other bodies and Agencies, as shown by relevant training and/or preferably by professional experience in one or more of the aforementioned organisations;
- Good knowledge of the EC general regulatory environment relevant to the Agency, excluding aviation regulations (e.g. staff and financial regulations);
- Adaptability to new functions in newly created and evolving structures;

² In addition, in order to be eligible to their first promotion staff members have to have a working knowledge of a third EU language, as described in the applicable Staff Regulations and Implementing Rules.

³ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record.

⁴ Before being engaged, a member of the temporary staff shall be medically examined by one of the institution's medical officers in order that the institution may be satisfied that he fulfils the requirements of Article 12 (2)(d).

- Good communication skills and ability to work in an international team;
- Ability to write clear and concise reports, in particular to middle and top management;
- Ability to cope concurrently with a large number of tasks and to work under pressure;
- Ability to operate advanced office software;
- Good command of both written and spoken English.

Advantageous

- Proven experience in the majority of the tasks described in the job description;
- Good knowledge of the mission and tasks of the Agency;
- Previous experience in managing IT projects from the business side;
- Good knowledge of the EC aviation safety regulations;
- Good knowledge of French and/or German;
- Knowledge of a third EU Language.

Engagement and the conditions of employment:

A contract offer will be made as a member of the temporary staff pursuant the Article 2(a) of the Conditions of Employment of Other Servants of the European Communities⁵ for a five-year period, which may be renewed. The probationary period is 6 month. **The successful candidate will be recruited in grade AD 5.** The basic monthly salary for grade AD 5 (step 1) is 4.190,20 €. In addition to the basic salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The salary is subject to a Community tax deducted at source and staff members are exempt of national taxation.

Also, EASA offers a comprehensive welfare package including pension scheme, medical, accident and occupational disease insurance coverage, unemployment and invalidity allowance and travel insurance.

Annual leave is calculated on the basis of two days per calendar month plus additional days for age, grade and distance from the place of origin. In addition, the Agency offers an average of 16 bank holidays per year. Adequate sick leave is available.

The jobholder will be appointed by the Executive Director on the basis of a list of suitable candidates proposed by the Selection Committee. Candidates should note that the proposal may be made public and that an inclusion on the list does not guarantee recruitment.

The established list may be used for the recruitment of a similar post depending on the needs of the Agency and will be valid until 31/12/2010 (the validity of the list could be extended).

For reasons related to the Agency's operational requirements, the candidate will be required to be available at short notice.

Declaration of commitment to serve the public interest independently:

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to the interests that might be considered prejudicial to his/her independence.

Commitment to promote equal opportunities:

The Agency is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

⁵ For further information refer to: http://europa.eu/epso/discover/careers/staff_regulations/index_en.htm

In addition, the Agency welcomes all candidates meeting the eligibility and selection criteria without distinction on grounds of their former employer: industry, National Aviation Authorities, public or private sectors, self-employment, etc.

Selection Procedure:

Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications. Eligible candidates whose application shows evidence of all essential selection criteria may be invited for an interview, which will be held for the most part in English. During the selection process candidates may be required to undergo a competency assessment exercise and complete part of the process in their second EU language. The interview session will be held in Cologne, Germany.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, only candidates selected for the interviews will be contacted. Applicants are invited to follow the recruitment process on the EASA website.

Please note that applications will not be returned to candidates but will be kept on file by the agency. The information provided in your application is subject to EU legislation on protection of personal data and confidentiality of information.

Submission of application:

For applications to be valid, the candidates must submit in a single A4-sized envelope **one (1) original and four (4) copies of all** the following documents:

- a completed EASA application form⁶;
- a motivation letter of no more than one page, explaining why the candidate is interested in the post and what would be her/his added value to the Agency if selected.

Candidates are kindly asked to send their applications as separate sheets without stapling or binding them together. In order to ensure the reception of your application, we strongly recommend sending your application by **registered mail**.

Applications delivered **via email** will **not be accepted**.

Do not send supporting documents with your application (i.e.: copies of your ID-card, educational certificates, evidence of previous professional experience etc.). Candidates invited for an interview will be requested to present for verification all original documents supporting every educational achievement and work experience they have referred to in the application.

Closing date:

Applications must be sent no later than **22/06/2009**.

Please note that in order to be considered, the applications received are required to be dispatched within the deadline; the postmark date will serve as a proof.

Please send your application to:

Mail and registered mail:

European Aviation Safety Agency
Human Resources - Recruitment Section
Ref.: EASA/AD/2009/039
Postfach 10 12 53
D-50452 Cologne, Germany

Courier and parcel delivery:

European Aviation Safety Agency
Human Resources - Recruitment Section
Ref.: EASA/AD/2009/039
Ottoplatz 1
D-50679 Cologne, Germany

⁶ This document is available on the following website:
http://www.easa.europa.eu/ws_prod/g/g_recruitment_main.php